

To: [Hiring Manager Name/Company Name]

From: [Recruiter Name/Agency Name]

Date: [Current Date]

Subject: Candidate Submittal - [Candidate Name] - [Job Title] - Available Immediately

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. After conducting a thorough screening, I believe this candidate is an exceptional match for your team's requirements.

Key Highlights:

- **Experience:** [Number] years in [Industry/Specialty].
- **Core Skills:** [Skill 1], [Skill 2], and [Skill 3].
- **Key Achievement:** [Brief mention of a relevant accomplishment].

Availability and Logistics:

- **Availability:** Immediate (No notice period required).
- **Salary Expectation:** [Amount/Negotiable].
- **Location:** [City, State] / [Remote/On-site].

Please find the attached resume for your review. [Candidate Name] is ready to interview at your earliest convenience. I look forward to your feedback and to scheduling a meeting.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]